

Spatio-Temporal Targeting and Amplification of Radiation Response program University Health Network Princess Margaret Cancer Research Tower (PMCRT) 7<sup>th</sup> Floor *Website:* <u>www.sttarr.ca</u> *Email:* sttarr@rmp.uhn.ca

# Getting started with Stratocore booking/billing system April 11, 2022

## **Key features of Stratocore PPMS**

Stratocore combines bookings and billings across UHN core facilities in one system, allowing Users, PIs, or Admins to update their own financial account numbers (FCCs)

## This document provides guidance for the following tasks:

- A. Login or sign up for a Stratocore account
- B. Are you a NEW STTARR USER?
- C. Will you be performing work under an EXISTING PROJECT NUMBER?
- D. Will you need to create a NEW PROJECT?
- E. Training sessions for a specific software or imaging system
- F. Booking Equipment
- G. Modifying a booking
- H. Cancelling a booking
- I. Confirming actual booking time
- J. Booking Image Analysis Workstations
- K. Order a service or a consumable
- L. Anaesthetic Machines
- M. Report a Publication

## A. Login or sign up for a Stratocore account

## 1. Browse to <a href="https://ppms.us/uhn/?STTARR">https://ppms.us/uhn/?STTARR</a>

Home       Account creation request       Schedules       Statistics       Logout         Login       Login with your UHN credentials (for UHN users)       If you already have login credentials, please login her         Login with your PPMS credentials (for external users)       If you already have login credentials, please login her         • If you do not have an account yet, you can fill in user account creation request       • If you cannot login or have any trouble please contact: STTARR facility, email:manuela.ventura@rmp.uhn.ca, phone:416-581-7759         • This core facility management system is also used by other core facilities. Change are facility.       • If you cannot login or have any trouble please contact: STTARR facility.	<b>CUHN</b> Research & Innovation Cores	PPMS for the STTARR - STTARR
Login with your UHN credentials (for UHN users) If you already have login credentials, please login her credentials, please login her • If you do not have an account yet, you can fill in user account creation request • If you cannot login or have any trouble please contact: STIARR facility, email:manuela.ventura@rmp.uhn.ca, phone:416-581-7759	Home Account creation request Schedules Statistics Log	out
• If you do not have an account yet, you can fill in user account creation request • If you cannot login or have any trouble please contact: STTARR facility, email:manuela.ventura@rmp.uhn.ca, phone:416-581-7759	Login	
<ul> <li>If you do not have an account yet, you can fill in user account creation request</li> <li>If you cannot login or have any trouble please contact: STTARR facility, email:manuela.ventura@rmp.uhn.ca, phone:416-581-7759</li> </ul>	Login with your UHN credentials (for UHN users)	
• If you cannot login or have any trouble please contact: STTARR facility, email:manuela.ventura@rmp.uhn.ca, phone:416-581-7759	Login with your PPMS credentials (for external users	credentials, please login her
	• If you cannot login or have any trouble please contact: STTARR facility, ema	il:manuela.ventura@rmp.uhn.ca, phone:416-581-7759
		If you do not have login credentials yet, click here. Requests will be approved by an administrator within 24 hours.

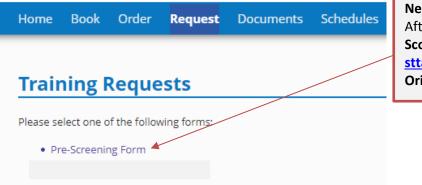
2. If you cannot login or have any trouble, please email: <u>sttarr@rmp.uhn.ca</u>

#### B. Are you a NEW STTARR USER?

<b>me</b> Book Order Re	equest Documents Schee	dules Statistics Reports	Publications	Profile Logout	
elcome to STTARR! New Users	please follow the instructions here	see details			
ome			Current user: Kwon Y	iongkyu (Luke) (regular user vi	ew) restore administrator view
Book a system:	NEW STTARR USERS –	- Please review STTA	RR policies	nable:	
	and access instruction			: <b>v</b>	order

1. After reviewing our policies, please select the **REQUEST tab**, and **submit a Pre-Screening Form** to identify mandatory requirements and safety trainings.

Access to the facility will not be granted unless all mandatory requirements are fulfilled.



New Users: Choose "Pre-Screening Form". After completing the form, contact Deborah Scollard (<u>deborah.scollard@rmp.uhn.ca</u>) or <u>sttarr@rmp.uhn.ca</u> to schedule Facility Orientation Training

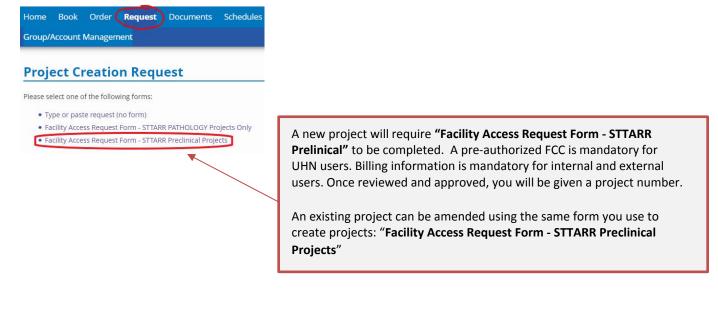
## C. Will you be performing work under an EXISTING PROJECT NUMBER?

Home Book Order <b>Request</b> Documents Schedules Group/Account Management	
Project Creation Request	Users can request to be added to an existing project – In order to add users, or make any amendment to existing
Please select one of the following forms:	projects, go to the Request Tab, and select "Facility Access Request Form - STTARR Precinical Projects"
• Type or paste request (no form)	
<ul> <li>Facility Access Request Form - STTARR PATHOLOGY Projects Only</li> </ul>	
Facility Access Request Form - STTARR Preclinical Projects	

## D. Will you need to create a NEW PROJECT?

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Home	Book	Order	Request	Documents	Schedules	Statistics	Reports	Publications	Profile	Logout		
Welcom	ie to STTA	RR! New U	sers please fo	llow the instructi	ons here! see	details						
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Make	a new	request	:	re	equest/start	a new proj	ject					
		ublicatio		TTARR resources.			Orders No new	<b>5 - New</b> orders on this core.				

1. Please submit a Facility Access Request Form.



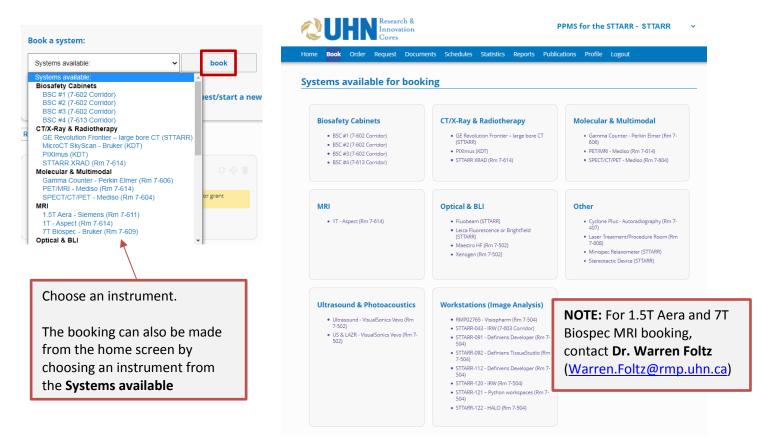
## E. Training sessions for a specific software or imaging system

If you would like to receive training for a specific image analysis software or imaging system, please contact STTARR staff directly, or email: <u>sttarr@rmp.uhn.ca</u>.

The training session will be scheduled by STTARR staff, in agreement with the user.

## F. Booking Equipment

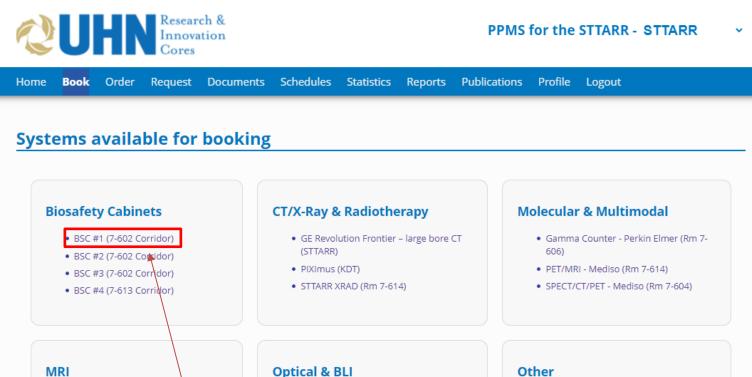
1. Click on the **Book** tab and you will see the list of systems available for booking.



Molecular & Mult	timodal SPECT/CT/PI	T - Mediso (Rm	7-604)				Charge rate: 157/h
Systems available:		~					
	03/01/2022 to the 0 week] [next week] [other week]			1-Your rate for	this instrun	nent is sho	own here.
Book a session for:		•	→ <u>filter</u>	2-Select your n booking the eq			the user you are
Project:	Your proiect number	new project	✓ filter		your finar the proje	ncial accou ct will app	ect number and unt associated with ear. Please verify
Financial account #:	Your FCC number		✓ Request a final	ancial account number		g informa lacing the	tion is correct booking.
Monday 03/01/2022	Tuesday 04/01/2022	Wednesday 05/01/2022	Thursday 06/01/2022	Friday 07/01/2022	Satur 08/01/		Sunday 09/01/2022
Booking No     Request Ass	require isoflura booking". The option if this is an - EX VIVO - ites sistance	ane for your ses charge rate will	book. C are ava STTARF	Comment:	crements spect s.		
Report an incident or a 7- If you requin from STTARR s "Request Assis	staff, click	8- Comple selected s		section after clic	king "Booki nber and Us n the final in	ng Notes" er name v	on the Comment . If not selected, vill appear on the

9- If you encountered any incident or problem with the instrument, you can report them by clicking "Report an incident or a problem on this system". Please confirm with STTARR staff prior to submitting an incident report.

## G. Modifying a booking



• 1T - Aspect (Rm 7-614)

**Optical & BLI** 

- Fluobeam (STTARR)
- Leica Fluorescence or Brightfield

#### 1-Under the book tab, select the system that was booked.

#### • Cyclone Plus - Autoradiography (Rm 7-407)

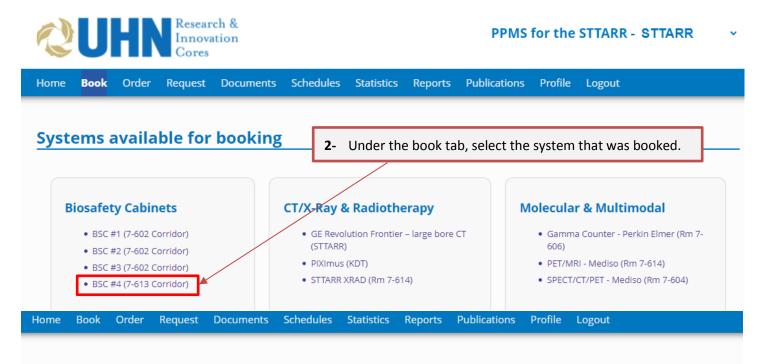
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2-Go to the week of your booking and click directly on the pencil edit option, on the top		the booking box. to	proceed to the	popup screen.		
the booking box, to proceed to the popup screen.	04:45					
the booking box, to proceed to the popup screen.	05:00					

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changes.

#### H. Cancelling a booking



#### Biosafety Cabinets BSC #4 (7-613 Corridor)

Systems available:

Project:

#### Week 1, from the 03/01/2022 to the 09/01/2022

No project selected

×

[previous week] [current week] [next week] [other week]

 Go to the week of your booking and click directly on the box (do not click on the pencil edit option) to proceed to the popup screen.

A project is required to book this system - to create a new project

#### Financial account #: no project selected

	Monday 03/01/2022	Tuesday 04/01/2022	Wednesday 05/01/2022	Thursday 06/01/2022	Friday 07/01/2022	Saturday 08/01/2022	Sunday 09/01/2022
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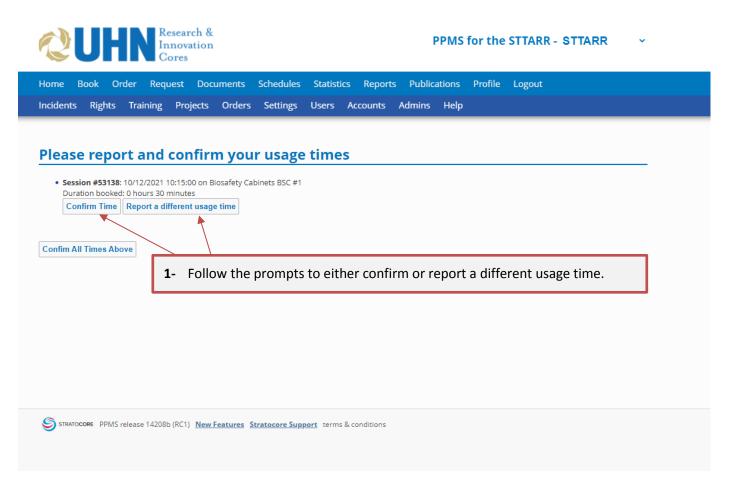
✓ <u>filter</u>

	Session	#53232
		Session details page of #53232
System		
Biosafety Cabinets BSC #4		
Period		
06/01/2022, from 11:00 to 13:30		
Period Class		
Peak hours		
User		
Wang Alex		
Member of the group 'STTARR'		
Email: <u>alex.wang@uhnresearch.ca</u>	<ol> <li>Click cancel session</li> </ol>	n
Phone: <u>6475443676</u>		
Session Type		
Autonomous		
Status		
Confirmed		
Project		
This session is attached to the following project: 000 - ST	TARR Staff. Change	
Special Environment		
None.		•
Cancel Session		Close

We kindly request users to cancel the session as early as possible, to allow other users to access the equipment. If not cancelled, regular billing fees will be incurred.

### I. Confirming actual booking time

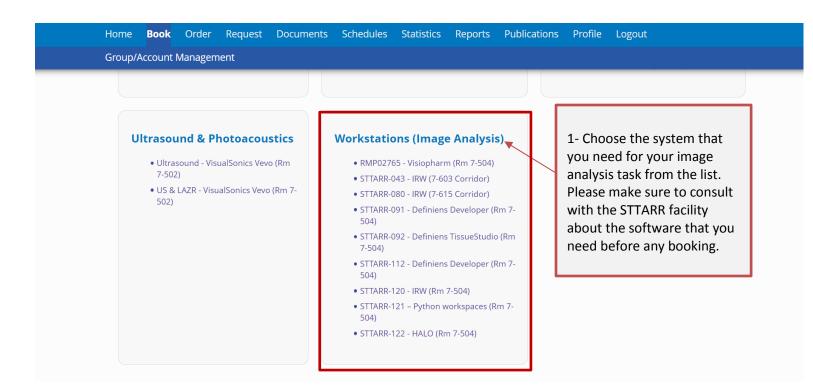
All users should return to their original booking and confirm actual usage time, <u>within 24h</u>. You will automatically be prompted to confirm the actual usage time of your booking after logging out and back into Stratocore.



Actual usage time has to be confirmed within 24h from the end of the booked session. If not confirmed – the account will be automatically billed for the original duration of the booking.

#### J. Booking Image Analysis Workstations

1. If you would like to perform unassisted image analysis, you can find the list of available image analysis workstations at the bottom of the page.

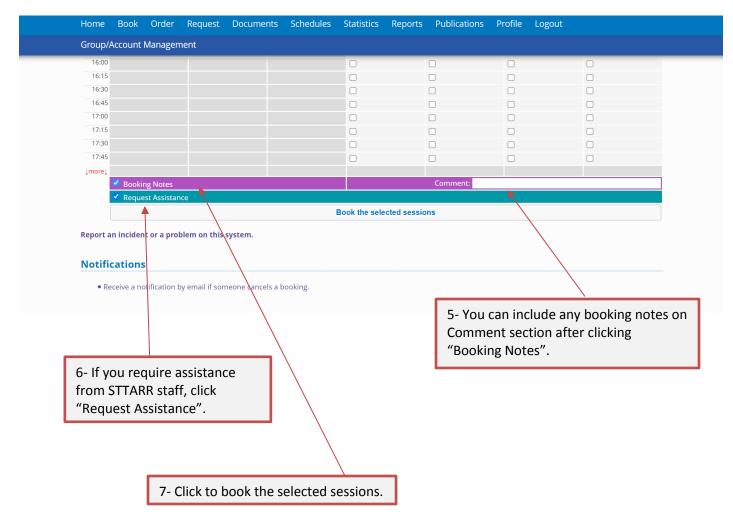


- 2. After choosing the system, you should choose your project number.
- 3. Choose the times you wish to book.

Home Book	Order	Request Documer	ts Schedules	Statistics Reports	Publications	Profile Logout	
Group/Account	Managen	nent					
Workstation Systems availabl		e Analysis) STTARF ~	-121 – Python ]	workspaces (Rm	7-504)		Charge rate: 18/h
		6/12/2021 to the 1 k] [next week] [other week		your fina	e your project ncial account a cct will appear.	associating wi	ith
	ed to book t	Your project number his system - to create a ne	w project			Your rate for own here.	using the system is
Financial accou	int #:	/our FCC number	<b>/</b>	✓ Request a financia	l account number		
	londay 12/2021	Tuesday 07/12/2021	Wednesday 08/12/2021	Thursday 09/12/2021	Friday 10/12/2021	Saturday 11/12/2021	Sunday 12/12/2021
↑more↑							
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	Monday 06/12/2021	Tuesday 07/12/2021	Wednesday 08/12/2021	Thursday 09/12/2021	Friday 10/12/2021	Saturday 11/12/2021	Sunday 12/12/2021
↑ <b>more</b> ↑ 09:00							
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09:45	4- Ch	pose the times	you wish to				
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4. Book the selected session. You can add a booking note by selecting the "Booking Notes" and write a note in the "Comment" section.



#### K. Order a service or a consumable

Please confirm availability with STTARR staff.

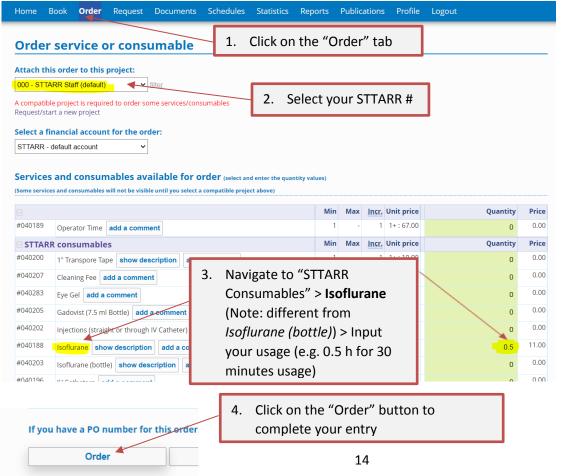
Orders for consumables can only be placed by STTARR staff, on behalf of the user.

#### Home

Book a system:			Order a service or a consumable	8	
Systems available:	✓ bo	ok	Services/consumables available:	~	order
			Services/consumables available:		
			Operator Time		
/ake a new request: request a tra	ining request/	start a new pro	STTARR consumables		
inte a new request. request a tra	ining request	start a new pro	1" Transpore Tape		
			Cleaning Fee		
			Gadovist (7.5 ml Bottle)		
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Report a Publication			Isoflurane Isoflurane (bottle) IV Catheter Placement		
Report a Publication  Please report any publication that used STTARR	resources.		Isoflurane Isoflurane (bottle) IV Catheter Placement IV Catheters		

#### L. Anaesthetic Machines

Please log your isoflurane usage as shown below:



## M. Report a Publication

We want to track and celebrate the success of your hard work with you!

Please use the session below to report a publication for which STTARR resources were used.

Home	Book	Order	Request	Documents	Schedules	Statis
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